

# Constitution

## Hanszen College Constitution

Last updated February 4th, 2015

### **ARTICLE I. Name and Purpose**

#### Section A. Name

This college shall be known as the Harry Clay Hanszen College of the Rice University.

#### Section B. Purpose

It shall be the purpose of the Harry Clay Hanszen College of the Rice University, and the government thereof, created by this constitution, to provide an atmosphere which will encourage the social and intellectual growth of its members through the development of a sense of responsibility in all spheres of community action. It shall further be the purpose of the Harry Clay Hanszen College and the government thereof to provide this atmosphere through group living and dining, through the development of a satisfactory tradition of student life, and through the sharing of ideas and enthusiasms with faculty/staff members in residence and association.

### **ARTICLE II. Membership**

#### Section A. Current and New Members

Inasmuch as all undergraduates and graduate students in a five-year master's program who were undergraduate members of the College are members of this or one of the fellow colleges, membership in this College is open to those new students, both freshmen and transfer, who are designated to membership in the College by the Masters of the several colleges acting in concert.

#### Section B. Off-Campus Members

Students not residing within the College, once having attained membership as stipulated above, shall be in all respects members of this College, having the same privileges and responsibilities as resident members. They shall have the right to participate in all College activities, including the right to hold office subject to such abridgment as may be required by the duties of the office and stipulated hereafter.

### **ARTICLE III. Organization**

#### Section A. Officers

1. The officers of this College shall be a President, Internal Vice President, External Vice President, Secretary(ies), Treasurer(s), and Chief Justice.
2. The President, Internal Vice President, External Vice President<sup>1</sup>, and Chief Justice shall be incoming juniors, seniors, or fifth-years. The President, Internal Vice President, External Vice President, Treasurer(s), and Chief Justice may be non-resident members of the College at the time of their elections, but shall be resident members of the College during the academic year following their elections. The Secretary(ies) may be non-resident members of the College at the time of their election and during their terms of office. The positions of Secretary and Treasurer may be filled by up to two (2) College members, if they are elected as such.
3. The officers shall be elected in the second semester of each academic year, and shall serve until they are replaced in the second semester of the following year. The election shall run in accordance with the Election Code. All members of the college shall be eligible to vote in the Officer Election.

#### Section B. Cabinet

The executive and legislative authority of this College shall be embodied in a Cabinet composed of the following members:

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1. The officers of the Cabinet, who shall be the President, External Vice-President, Internal Vice President, Secretary(ies), Treasurer(s), and Chief Justice.

2. Twelve Class Representatives: three from each class. The three first-year representatives shall be elected in the Fall Election and shall serve until the Spring Election. The sophomore and junior class representatives shall be elected in the Spring Election and shall serve until the following Spring Election. The senior class representatives shall be elected in the Spring Election and shall serve until the end of the following year. Undergraduate members of the College pursuing an undergraduate degree after four years shall be considered seniors for the purpose of representation. Similarly, undergraduate members of the College pursuing an undergraduate degree in less than four years shall be considered seniors during their final academic year for the purpose of representation. Transfer students shall be considered members of the class with which they are graduating, after their first year. Each representative shall, at the beginning of the fall semester during his/her time of service, be a member of the class (s)he represents. All representatives must be undergraduates and members of Hanszen College at the time of their election and during their time of service.

3. The Parliamentarian, who shall be appointed by the incoming President following the Officer Election.

4. The Social Coordinator(s), who shall be elected by all College members at the time of the Officer Election, in accordance with Election Code.

5. The Student Association Senator and the Rice Program Council Representative, who shall be elected by all members of the College at the time of the Spring Election, in accordance with the Election Code.

6. The Masters of the College and the Resident Associates, who shall serve in an advisory capacity.

#### Section C. Judiciary

1. The judicial and disciplinary powers of the College shall be vested in the Judiciary Committee which shall consist of the Chief Justice and six (6) Associate Justices. Of these Associate Justices the New Section Justice and Old Section Justice shall be members of the College nominated by the Chief Justice and chosen by a vote of three-fourths (3/4) Cabinet. The Class Justices shall be members of the respective class by which they are elected. (Passed by Hanszen in Spring 2011)

2. The Judicial Code of Hanszen College shall contain the procedure for the administration of justice and discipline in Hanszen College. Those holding the above offices shall act in accordance with the procedures set forth in the Judicial Code of Hanszen College.

#### Section D. Recall

1. Any Cabinet member or College officer may be removed from office upon petition by sixty percent (60%) of his/her constituency. A petition must clearly state its purpose and enumerate alleged grounds for recall, and must be worded such that each signer realizes (s)he is calling for removal from office. The petition must be presented to the Judicial Committee for approval of wording and held for three (3) days, during which time the Judicial Committee shall notify the representative being recalled that a petition is pending against him/her. After this period the petition may be circulated for signatures. After the signatures have been checked for authenticity and sufficiency by the Judicial Committee (except in a recall of the Chief Justice, in which case the Cabinet shall check the signatures), the position shall be declared vacant and an election called.

2. If a position is declared vacant, an election to fill the position shall be held within four (4) weeks. The removed officeholder shall not be eligible to run due to his/her removal.

### **ARTICLE IV. Powers and Duties**

#### Section A. Of the College

1. Meetings of the College shall be called by the President or the Cabinet. A petition of one-fourth (1/4) of the College, filed with the Chief Justice, shall also be sufficient to call a meeting of the College.

2. One-half (1/2) of the College membership shall constitute a quorum for the transaction of business. The Cabinet shall not have the authority to override any action of the College.

#### Section B. Of the Members of the College

The members of the College as a whole shall be responsible for the maintenance of a high standard of conduct and the advancement of the purposes of the College at all times.

#### Section C. Of the Cabinet

1. The Cabinet shall legislate on all matters pursuant to the aims of the College and for the general welfare of the College and its members, provided those matters are not reserved to the University.
2. The Cabinet will be responsible for promoting unity and spirit among its members.
3. The Cabinet shall be responsible for execution of all approved sentences of the Judicial Committee.
4. Public meetings of the Cabinet shall be called at regular intervals by the President of the College. Three-fourths (3/4) of the voting Cabinet membership, Internal Vice-President, External Vice President, Secretary, Treasurer, and twelve (12) representatives) shall constitute a quorum for the transaction of business. Motions may only be introduced and seconded by voting Cabinet members, or by an initiative petition signed by five percent (5%) of the total membership of the College and presented to the Cabinet. Motions introduced by initiative petitions shall not require a second and may not be tabled beyond the second meeting of the Cabinet after they have been introduced.
5. If at any time a vacancy occurs in the Cabinet, the Cabinet may appoint someone to fill a vacancy until an election can be held. This election must be held within four (4) weeks exclusive of University holidays.

#### Section D. Of the Cabinet Members

##### 1. Attendance

- a. Any member of Cabinet, as defined by Article III, Section B, who misses two (2) consecutive or a total of three (3) Cabinet meetings in a semester shall be automatically removed from office. Reinstatement can occur by a three-fourths (3/4) vote of the Cabinet upon submitting a letter to the President stating the reason for his absence.
- b. Any voting Cabinet member may appoint a proxy from their constituency who will be allowed to vote at Cabinet, and count for quorum calls. However, the proxy's attendance will not count for the voting member's attendance for the purposes of (a) above.
- c. If a position is a shared responsibility, only one (1) must be at Cabinet for the purposes of attendance and voting.

##### 2. Of the President

- a. The President is the chief executive of the College. (S)he shall act as an official representative of the College at all times.
- b. (S)he shall preside over all meetings of the College and the Cabinet; as such, (s)he will vote at Cabinet meetings only in the case of a tie.
- c. The President shall appoint a Historian(s), a Guardian, and a Parliamentarian, all subject to Cabinet approval.

##### 3. Of the Internal Vice President

- a. The Internal Vice President shall assume the intra-College functions of the President in his/her absence.
- b. (S)he shall have a vote at Cabinet meetings.
- c. The Internal Vice President shall appoint the chairpersons, subject to Cabinet approval, and coordinate the activities of the standing committees under his/her jurisdiction, as designated by the by-laws.
- d. In the spring, the outgoing Internal Vice President shall obtain from the committee chairpersons written reports and criticism of his/her committees' activities.

##### 4. Of the External Vice President

- a. The External Vice President shall assume the extra-College responsibilities including acting as Property Master, manage Hanszen space, and act as the contact for inter-collegiate activities.
- b. (S)he shall have a vote at Cabinet meetings.

- c. The External Vice President shall appoint the chairpersons, subject to Cabinet approval, and coordinate the activities of the standing committees under his/her jurisdiction, as designated in the bylaws. (Amendment passed in the Spring 2012 election)
- d. The External Vice President shall serve a Hanszen Property Master. (S)he shall hold keys to Hanszen storage spaces. (S)he shall manage the College's property, loan it to other organizations when (s)he sees fit, and ensure its safe return with committee head approval should any property de facto belong to a committee.
- e. The External Vice President shall manage Hanszen space and act as a contact for anyone within the University and without who wishes to use Hanszen space. (S)he shall report space requests for Cabinet's approval.
- f. The External Vice President will act as a general contact for other Colleges who wish to plan events with Hanszen or collaborate in any way.

#### 5. Of the Chief Justice

- a. The Chief Justice shall preside at all meetings and trials of the Judicial Committee.
- B The Chief Justice shall be primarily responsible for the proper operation of the Judicial Code of Hanszen College. (S)he shall also be required to implement judicial policy as set by the University.
- c. The Chief Justice shall help oversee Room and Parking Selections, in accordance with the Bylaws.
- d. The Chief Justice shall be a non-voting member of Cabinet.

#### 6. Of the Secretary(ies)

- a. The Secretary(ies) shall keep and publish the minutes of the College and Cabinet meetings, shall attend to the correspondence of the College and the Cabinet, shall post notices of meetings, and shall keep permanent record of attendance at all Cabinet meetings.
- b. The Secretary(ies) shall have one (1) vote at Cabinet meetings.

#### 7. Of the Treasurer(s)

- a. The Treasurer(s) shall have charge of the finances of the College, disbursements being subject to the approval of the Cabinet. At the beginning of their term they shall prepare the College budget and submit it for approval of the Cabinet. They should hold committees as closely as possible to their budgets. At the close of the fiscal year they shall submit a statement of financial condition to the Cabinet and the Masters. A financial statement shall be publicly posted at least once a month.
- b. The Treasurer(s) shall have one (1) vote at Cabinet meetings.
- c. There shall be an audit made of the financial records of the College at the end of each academic year
- d. The Treasurer(s) shall be held responsible for mentoring the incoming Treasurer(s) from Change-over until the end of the academic year. This duty shall not interfere with the Treasurer's ability to run for another officer position in the incoming year.

#### 8. Of the Class Representatives

- a. The Class Representatives are responsible for informing their constituents of the issues and activities of the Cabinet, and for reporting to the Cabinet the opinions of their constituents.
- b. Each Representative shall have one (1) vote at Cabinet meetings.

#### 9. Of the Social Coordinator(s)

- a. The Social Coordinator(s) shall chair the Social Committee.
- b. The Social Coordinator(s) shall be responsible for administering the social activities of the College.
- c. The Social Coordinator(s) shall have (1) vote at Cabinet meetings.

#### 10. Of the Student Association Senator

- a. The Student Association Senator shall represent the College members at meetings of the Student Association, and shall inform the Cabinet and College of the business transacted at those meetings. The President shall also be a representative to the Student Association Senate.
- b. The Student Association Senator shall be a non-voting member of Cabinet.

#### 11. Of the Representatives to University-Wide Campus Organizations

- a. The Rice Program Council Representative, U-Court Representative, Honor Council Representative, and any other such organizational representative shall represent the College members at meetings of their organizations, and shall inform the Cabinet and College of the business transacted at those meetings.
- b. The above positions will be non-voting members of the Cabinet.

#### 12. Of the Parliamentarian

- a. The Parliamentarian shall become well acquainted with the Constitution, Bylaws, Election Code, and Judicial Code, and shall answer questions pertaining to them which may arise during the course of a Cabinet meeting.
- b. (S)he shall keep a copy of the Constitution, Bylaws, Election Code, and Judicial Code current with all changes or additions which have been made up to and including the last regularly-scheduled Cabinet meeting; these shall be brought to each Cabinet meeting.
- c. (S)he shall also be responsible for providing, and correcting upon revision, the current Constitution, Bylaws, Election Code, and Judicial Code in the College office. These shall be available for check-out by any member of the College. Copies shall also be provided to all officers of the Cabinet.
- d. The parliamentarian shall be a non-voting member of the Cabinet.

#### Section E. Of the Committees

1. Committee meetings should be open to all College members, and all who attend should be allowed to contribute to the discussions and, if relevant vote on decisions made in committee.
2. Each committee has the power to extend membership to a Faculty Associate interested in the activities and goals of the committee.
3. In the spring, each chairperson shall present written reports and criticism of his/her committee's activities to their managing outgoing Vice President.
4. (S)he is also expected to remain familiar with the financial status of his/her committee by consulting with the Treasurer(s), and to stay within the budget appropriated to the committee by Cabinet.
5. Each chairperson should be prepared to report to the Cabinet at the request of his/her managing Vice President.

#### Section F. Of the Judicial Committee

1. The Judicial Committee shall have the power and responsibility to determine the innocence or guilt of any member of the College of any infractions of the rules and regulations of the College and to impose sentence on those found guilty, in accordance with the procedure set forth in the Judicial Code. The regulation and approval of elections, referenda, and amendment votes shall be the jurisdiction of the Judicial Committee.
2. The Judicial Committee may offer a decision in a dispute between members of the College at the joint request of all members involved, in accordance with Article V, Section B of the Judicial Code.
3. Any decision of the Judicial Committee is subject to the review of the Masters and/or Administration of the University.
4. Any individual's right to due process shall not be infringed upon by the College government.

#### Section G. Of the Historian

The Historian shall maintain the records of the College, including but not limited to Cabinet minutes, committee reports, photographs, and election records.

#### Section H. Of the Guardian

1. The Guardian is responsible for promoting Hanszen spirit during Willy Week through safe, responsible, and non-damaging jacks on other colleges.
2. The Guardian will be responsible for coming up with ideas for creative jacks, and encouraging members of the college to participate in jacks as a college only.
3. The Guardian will attend several meetings in the Spring semester leading up to Beer Bike with other university officials, Beer Bike Coordinators, and jacks coordinators from other colleges.

### **ARTICLE V. Referenda**

#### Section A. Introduction of Referenda Votes

A referendum vote of the College on any act of legislation by the Cabinet may be had on petition of at least one-fourth (1/4) of the total membership of the College. In the case of legislation pertaining primarily to resident members of the College, a petition of one-fourth (1/4) of the resident members of the College is sufficient to secure a referendum. A referendum on any act may be had on a majority (greater than 50%) vote of the Cabinet.

### Section B. Referendum Voting Procedure

A majority (greater than 50%) of the membership of the College voting shall be required to enact a measure (or to override a Cabinet measure), provided that majority includes one-third (1/3) of the total membership of the College. In the case of a measure pertaining primarily to resident members, a majority (greater than 50%) of the resident members voting, provided that majority includes one-third (1/3) of the resident membership, shall be necessary to enact a measure.

## **ARTICLE VI. Faculty**

### Section A. The Masters

1. The Masters are the highest ranking College members, responsible to the University for the actions of the College. Their duties are to be informed of and to advise the College as a whole concerning all matters. Although the University has granted the Masters ultimate authority in the College, they should confine their direct activity in the sphere of College government to only the most extraordinary situations. In the face of inaction or vacillation by the Cabinet on an important issue, the Masters may be forced, by default, to govern. Above all, the Masters should promote College government and decision-making by the students and their elected representatives, and strive to accept their dictate as College policy.

2. The Masters shall advise the Dean of Undergraduates regarding their choice of Resident Associates.

3. In the event of the Masters' disapproval of a Cabinet measure, the Cabinet may, at its discretion, put the matter before the College as a whole in the form of a referendum. The results of the referendum will be presented to the Masters for their consideration.

### Section B. Resident Associates

There may be Resident Associates appointed by the Dean of Undergraduates who shall reside in the College and shall assist the Masters and the Cabinet.

### Section C. Non-resident Associates

1. Non-resident Associates shall be invited by the Masters and the College to further the aims of the College. They shall upon invitation act in an advisory capacity to the College.

2. The procedure for association shall be as follows:

a. Alumni, University, and Community Associates may be suggested by any College member and formally nominated by the Associates Committee. The Cabinet may then invite the nominee to serve as an Alumni, University or Community Associate for a term of two (2) years. Alumni Associates are alumni of Hanszen residing in the Houston area who wish to remain formally affiliated with the College. University Associates are those Rice University staff members who can contribute to Hanszen in other than a faculty counselor role. Community Associates are those Houstonians whose formal relation with the College would be of general benefit.

b. In the spring before their terms expire, all Alumni, University, and Community Associates who have, in the opinion of the Cabinet and at the recommendation of the Associates Committee, participated actively with Hanszen College will be invited to renew their association for another term. There is no limit to the number of terms an Alumni, University, or Community Associate may serve.

## **ARTICLE VII. Amendments**

An amendment to this Constitution may be proposed by five (5) voting members of the Cabinet, or by petition of one-fourth (1/4) of the total membership of the College. It must be approved by a three-fourths (3/4) majority of the College voting, provided that those voting include fifty percent (50%) of the total membership of the College.

## **ARTICLE VIII. Bylaws**

### Section A. Enactment by the Cabinet

A bylaw to the Constitution may be enacted by a three-fourths (3/4) vote of the Cabinet. The bylaw must be introduced to the Cabinet at least one (1) week before a vote.

### Section B. Enactment by the College

A bylaw may also be enacted by a three-fourths (3/4) majority of the College voting, provided that those voting include fifty percent (50%) of the total College membership.

#### Section C. Purpose of the Bylaws

The bylaws contain any powers or duties not outlined in the Constitution.

#### **ARTICLE IX. Election Code and Judicial Code**

The College is responsible for the establishment of an Election Code and a Judicial Code which shall be enacted by a two-thirds (2/3) majorities of the College voting, provided that those voting constitute fifty percent (50%) of the total College membership.

#### **ARTICLE X. Ratification**

Section A. This Constitution of Hanszen College shall be considered ratified when accepted by two-thirds (2/3) of those voting in the ratification election, provided that at least fifty percent (50%) of the total membership votes in the election. This Constitution shall go into effect immediately upon ratification.

Section B. Those in office at the time of ratification shall complete their terms in compliance with the powers and duties outlined in this Constitution.

Section C. The Bylaws, Judicial Code, and Election Code of Hanszen College in place at the time of ratification shall remain in effect until such time as new ones are established, except where they may conflict with this Constitution, in which case the Constitution shall take precedence.

# Bylaws

## Hanszen College Bylaws

Last updated April 20th, 2016

#### **ARTICLE I. Cabinet Bylaws**

Section A. Whenever the Constitution, Bylaws, or Judicial Code call for a majority vote of Cabinet, it shall be interpreted to mean a majority (50%) of those voting "yea" or "nea." Cabinet members abstaining shall not affect the determination of this majority.

Section B. Whenever the Constitution, Bylaws, or Judicial Code call for a two-thirds (2/3) or three-fourths (3/4) vote of the Cabinet, it shall be interpreted to mean two-thirds (2/3) or three-fourths (3/4) of those present, provided that those voting constitute a quorum.

Section C. During meetings, the Cabinet shall abide by the following rules of procedure:

##### 1. Close Debate

Debate on a motion may be ended by a three-fourths (3/4) vote. The motion to end debate is undebatable. An affirmative vote to close debate should be followed by a vote on the motion under discussion.

##### 2. Lay on the Table

A motion may be tabled to the next regularly scheduled meeting; the motion to table is undebatable in this case. A motion to table to any other time shall be debatable.

##### 3. Postpone

The disposition of a matter may be postponed to a later time in a meeting. A motion to postpone is undebatable.

##### 4. Debatable Motions

When unqualified, the motion to adjourn is undebatable and takes precedence over all motions. Following a negative vote, that motion may not be renewed until some progress has been made. All motions not otherwise specified shall be debatable.

#### 5. Quorum Call

A Cabinet member may at any time ask the Secretary(ies) to determine whether a quorum is present. A quorum call, as with any other point of order, shall take precedence over all other motions before the Cabinet, except a motion to adjourn or to recess.

#### 6. Amendments

Amendments to main motions or to other amendments may be made by a majority vote of Cabinet. The President reserves the right to accept an amendment without debate, provided that there is unanimous consent of the voting Cabinet members.

#### 7. Other Procedural Rules

Questions that arise over unspecified matters of procedure may be decided by a majority (50%) vote of the Cabinet.

#### Section D. Committee Guidelines

1. The Internal Vice President shall be in charge of appointing heads to the following Standing Committees: Alumni, Associates, Awards, Beer Bike, <sup>2</sup>College Night and Crane Day, Senior Events, Spirit, Sports. The External Vice President shall be in charge of appointing heads to the following committees: Property and Space, Service and Staff Appreciation, and Theatre. In accordance with Article IV, Section D, Subsection 9, Clause a of the Constitution, the Social Committee shall be chaired by the elected Social Coordinators. As per Article IV, Section D, Subsection 2, Clause c of the Constitution, the President shall be responsible for appointing the Guardian whom shall head the Jacks committee. In accordance with Article II, Section B, Subsection 2, Clause d of the Bylaws, the Academics Committee shall be chaired by the Head Fellows.

#### Duties:

2. The Committee Heads shall strive to maximize participation of all willing Hanszenites in any decision to be made in order to fulfill the duties of their committee. They shall also strive to maximize participation in any events or actions coordinated by the Committee. Committee meetings shall be publicly announced, and, in accordance with Article IV, Section E of the Constitution, all Hanszenites present may vote on any decision. The decision itself rests upon the Committee Heads, who may use their discretion and opt not to follow the committee's decision, though this is discouraged except in special circumstances.

3. Committee Heads shall be approved by a three-fourths (3/4) vote of the Cabinet.

4. Committee Heads may be removed with a three-fourths (3/4) vote of the Cabinet.

#### Section E. Budget Guidelines

1. Within one week of receiving the final amount of the College's annual funds from the University, the Treasurer(s) shall meet with the President Internal Vice President, and External Vice President to divide the budget amongst the committees. The committee's use of their budgets in previous years should be taken into account during allocation. The budget must be approved by the second Cabinet following the allocation of funds from the University, by a three-fourths (3/4) vote of the Cabinet.
  2. In addition to the committees, a portion of the budget shall be allocated toward the Activities Fund. The purpose of this fund will be to allow for one-time events that benefit the entire College but cannot be funded by any of the committees. Any member of the College may request money from the Activities fund by sending a detailed proposal to the Treasurer(s), Internal Vice President, and External Vice President. Requests to the Activities fund requires approval by a three-fourths ( $\frac{3}{4}$ ) vote of Cabinet.
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3. Interest from the Hanszen College Endowment shall be used in the annual budget of the college. The fund itself should not be touched except in extenuating circumstances. Any decision to deposit or withdraw money from the fund requires a three-fourths (3/4) vote of the Cabinet.
4. Money from the College's annual budget not designated to a committee shall be designated as the year's "General Fund." A request to use money from the General Fund must be sponsored by the President or by a petition with a detailed plan for use of funds, containing the names and signatures of twenty-five (25) Hanszenites, and requires a majority (greater than 50%) vote of Cabinet. In all cases, an attempt to request money from a committee should be made before an attempt to request money from the General Fund.
  - a. A primary use for money from the General Fund shall be to allocate to committees whose budget is not sufficient.
  - b. Any money received by the College for unspecified use is to be placed in the General Fund.
5. A money request from a committee must be sponsored by a Committee Head and requires a majority (greater than 50%) vote of Cabinet.
  - a. At the beginning of each academic year, the Treasurer shall set an amount, subject to the approval of Cabinet, below which a formal money request is not necessary. Committees may not use this method more than once in a week, and Committee Heads shall use discretion when spending money in this fashion. Any money spent should still be reported to the Treasurer prior to spending the funds.
  - b. Committee Heads may allow their funds to not only be spent on specific requests, but also to be transferred to another Committee or to the General Fund. These requests are to be handled in the same manner as any other money request.
  - c. A money request from a Committee that does not have the approval of a Committee Head may be approved with the sponsorship of the President and a three-fourths (3/4) vote of Cabinet.
6. For an outside organization to request money from a Hanszen committee or the General Fund, a representative of the organization (this may be a Hanszenite) must be present at the meeting of Cabinet to provide an explanation for the request. An attempt should be made to arrange for the representative to contact an appropriate Committee Head to discuss sponsorship prior to the Cabinet meeting.
7. For the Cabinet before changeover the President, Internal Vice President, External Vice President and Treasurer will designate an amount from the General Fund and from committees with leftover money to use for money requests. These requests may be made by any Hanszenite and need no petition or sponsor.
- 8m. Any money not spent at the end of the academic year shall "roll over" to be part of the college's annual budget for the following year. The President, Internal Vice President, External Vice President and Treasurer shall ensure that a satisfactory amount of rollover money will be saved when determining the amount to spend at the final cabinet before changeover.

## **ARTICLE II. College Bylaws**

### Section A. Petitions

Unless explicitly stated otherwise in the Constitution, a petition for any purpose shall not be considered valid unless it contains its purpose as well as both the names and signatures of its signatories.

### Section B. Room Selection

Room selection shall be coordinated by the Senior Class Justice and be based solely on class seniority, with ties broken by a game of chance.

#### 1. Publicity

##### a. Commons Display

By Tuesday of the ninth (9th) week of classes in the Spring semester, the Senior Class Justice will display a poster in the commons, which will provide a method for groups to specify their first choice of rooms and average points.

The poster should also display a copy of these rules and specify the times, dates, and locations for Single Draw and Room Draw. Room Draw groups with average points of at least 2.0 are encouraged to specify for which room they intend to draw on the poster. This mechanism is provided as a method of communication between groups so they have an idea of which rooms will be available and which will not.

b. Minutes of Cabinet

By the ninth (9th) and tenth (10th) weeks of classes, an announcement with the times, dates, eligibility requirements, and locations for Single Draw and Room Draw will appear in the minutes of Cabinet.

c. Mailings

By Tuesday of the ninth (9th) week of classes, the Senior Class Justice will ensure that every student receives a notification stating the times, dates, and locations of Single Draw and Room Draw, as well as information regarding completion of the Housing and Dining lease<sup>3</sup> and any other applicable requirements to participate in Single Draw or Room Draw.

2. Eligibility

a. Only those members of Hanszen College who will be undergraduates the following year may participate in Room Selection.

b. Before a student can participate in Room Selection, (s)he must submit a signed copy of a lease from Housing and Dining to the relevant party, by the deadline specified by Housing and Dining. Students who do not turn in their leases before this deadline may only enter Room Selection with the permission of the Master(s).

c. Before a student can participate in Room Selection, (s)he must turn in a declaration of intent to live on campus, and room preference, by the Monday preceding Room Draw, as designated by the Senior Justice.

d. A group of students may draw for a room only if the size of the group is equal to the number of students Housing and Dining states can live in that room.

e. All first year students wishing to be eligible to participate in room draw may only do so if they fulfill one of the following three requirements:

- i. Serve four hours of community service as outlined in Article II, Section F. of the Bylaws
- ii. Receive a waiver from the Cabinet obtained by a three-fourths 3/4 majority vote.
- iii. Obtain special permission from the College Masters.

3. Assignment of Points

a. The student will accumulate one point for every school year (s)he is enrolled in an institution of higher learning after the completion of high school. Enrolling for any part of a school year counts as an entire year. Students who have accumulated four (4) points (i.e., fifth years) may only participate in Room Draw if, by the lease deadline, the fewer leases are submitted than there are available spaces. Those students enter Room Draw with zero (0) points.

b. The President of Hanszen College shall have first choice of room.

c. A value called average points is calculated for each group by adding up the points of individuals in the group and dividing by the size of the group.

d. Transfer students shall be awarded points in the following manner:

- i. Upon a transfer student's first Room Draw, (s)he shall be assigned points as members of the class with which they are graduating.
  - ii. Transfer students cannot claim fewer points than they did in any previous year.
  - iii. Extenuating circumstances are under the jurisdiction of the Chief Justice and Master(s).
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- e. Students who take a leave of absence for an entire year shall be awarded points in the following manner:
  - i. Upon a student's return to school, (s)he will be awarded points corresponding to the number of years (s)he expects to spend completing his/her undergraduate degree at Rice. Points will then be awarded as (4-years left).
  - ii. Students returning from a leave of absence may not claim fewer points than they did in any previous year.
  - iii. Extenuating circumstances are under the jurisdiction of the Chief Justice and Master(s).

f. Shared leases

- i. University policy states that every student who only wants to live on-campus for one (1) semester the following year must find a person to fill his/her position for the balance of the year. Since this is a University policy, it may change without notice.
- ii. If two (2) individuals are sharing a lease, their points will be averaged before being averaged with the rest of the group, to determine average points.
- g. Any student who qualifies to draw with two points in the Hanszen College Room Draw and is not currently living at Hanszen College, shall be awarded, in addition to his/her two points, an extra one-tenth (0.1) of a point for use in that year's room draw.

#### 4. Execution of Single Draw

Hanszen College contains four rooms that have been designated as singles: 103, 213, 313, and 326.

a. Time and Date

Single Draw will be held before Room Draw, by Monday of the tenth (10th) week of classes, unless changed by the Master(s). However, Single Draw must always take place at least one (1) week before Room Draw, unless all Single Draw participants consent. The Senior Class Justice may pick an appropriate time, but (s)he is encouraged to hold the drawing during lunch.

b. The Draw

All participants must arrive within ten (10) minutes of the time posted by the Chief Justice. Before drawing begins, the Chief Justice will explain the order of the cards to all participants. All participants with three (3) points then draw a card. The individual with the highest card will get first choice of rooms. Then the second highest may choose, and finally the third highest may choose. If all the rooms are not taken after that round, the same procedure is repeated for participants with two (2) points, and then again for those with one (1) point.

#### 5. Execution of Room Draw

a. Times and Dates

Room Draw will take place by Monday and Tuesday of the eleventh (11th) week of classes at 10:10 p.m. These dates and times may be changed at the discretion of the Master(s).

b. Point Rounds

Room Draw will be conducted in a series of point rounds based on average points. Call the points for a specific round "p": In the p point round, any group with at least p points that has not already won a room in a previous round can participate. Each group participating will indicate to the Chief Justice the room for which it is trying. If a group trying for a specific room has more average points than all other groups trying for that room, then that group temporarily wins the room. If no group trying for a room has more average points than all other groups trying for the room, then the groups with the highest average points must draw. Each group will draw one card. The group with the highest card temporarily wins. Room assignments do not become final until the end of the round. Once a point round is closed, no other groups may try for a room that was already assigned. The number of rounds as well as cut-off points for each round is at the discretion of the Chief Justice based on the dynamics of Room Draw. The 3.00, 2.75, 2.50, 2.25, and 2.00 rounds may occur on the first night and the 1.50, over 1.00, and 1.00 rounds the second night.

c. Losing a Draw

If a group loses a room, then no individual in that group may try for that room again. When a group draws, every individual in the group is credited with one (1) draw. The Single Draw does not count as a draw. An individual may only accumulate three (3) draws. After that, his/her group must choose a room which has not been contested. His/her group may be bumped from that room by a group with more points or a group which has equal points, but not members with three (3) draws. If the second group has equal points and at least one (1) individual with three (3)

draws, then the Chief Justice will conduct a draw which does not count as a draw toward individuals in either group. It is the responsibility of the Chief Justice to count the number of times each individual has drawn.

d. Withdrawal

Any group which has temporarily won a room with a draw may not then, as a group, withdraw from that room for any reason.

6. Special Considerations

a. Incoming Freshmen Designations

The Chief Justice must ensure that enough rooms are available for incoming freshmen. The University will provide the number of incoming freshmen. Rooms 111, 141, 151, 162, 171, 172, 211, 241, 272, and 311 are suggested as rooms to be designated for freshmen. The balance of rooms may come from doubles.

b. Athlete Designations

The Chief Justice must leave space for all scholarship athletes who choose to live on campus. (S)he will receive a list of all students for whom this condition applies. These students are guaranteed a position at Hanszen, but not a specific room or roommate.

c. Suites

A suite is defined as two (2) rooms which share one (1) bathroom. Groups try for rooms in a suite just like any other room. However, the current sex of the suite is determined by members who have temporarily won a room in the suite. The suite may be gender-mixed if all students living in the suite agree to it, as designated by Rice University's policy for gender-neutral housing.

d. Proxies

If an individual cannot be present during Room Selection, (s)he may designate a proxy. The proxy should bring a statement signed by the participant to Single Draw or Room Draw so that (s)he can act on the participant's behalf.

7. The Cards

Before Single Draw and each night of Room Draw, the Chief Justice will explain the ordering of the cards. The cards used for Single and Room Draw should be a standard deck of playing cards, excluding Jokers. The card ordering from lowest to highest is 2, 3, 4, 5, 6, 7, 8, 9, 10, Jack, Queen, King, and Ace. That is, a 7 will always beat a 6. The suit ordering from lowest to highest is Clubs, Diamonds, Hearts, and Spades. That is, an Ace of Hearts will always beat an Ace of Diamonds. During a point round, no cards are to be placed back in the deck. At the end of each round, all cards should be replaced and shuffled for the next round.

8. The Chief Justice has the discretionary power to optimize College occupancy in the case of overcrowding (as defined by the Judicial Committee), subject to appeal to the Master(s). In this case, individual undergraduate members of the College determined by a game of chance will be refused rooms.

9. Off-Campus Roommates

Any non-resident College member will be issued a key to any College resident's room upon:

a. His/her submission to the College Coordinator of a statement signed by every resident of that room (or, in the New Section, set of adjoining rooms) consenting to the issuance of a key, and

b. His/her payment of the required key deposit. If, at any time, one of the residents of that room informs the Chief Justice of the withdrawal of his/her consent, the key must be returned immediately.

10. If a situation arises during Room Selection that is not adequately described by these rules, action is left to the discretion of the Chief Justice.

11. In the event that these rules are not followed, the Hanszen College Cabinet must decide the best plan of action.

12. Between two and three years from the completion of "South" College, Section A of the Hanszen College Bylaws shall be re-evaluated by a committee chaired by the Chief Justice and open to any members of the college. This committee shall bring any changes it deems fit to improve Hanszen College before the College and Cabinet.

### Section C. Parking Allotment

1. The Junior Class Justice or his/her designate shall distribute stickers in the following order:

- a. College Coordinator
- b. Resident Associates
- c. College President
- d. Discretionary Awards
- e. Seniors
- f. Fifth Years
- g. Juniors
- h. Sophomores
- i. Freshmen

2. Regulations

a. Discretionary stickers may only be issued on a three-fourths (3/4) vote of the Cabinet.

b. To be eligible for a non-discretionary parking sticker, registration or equivalent proving ownership or parental ownership of the car on which the sticker will be placed must first be presented to the Campus Police. Each sticker may only be used by the student(s) to whom it was awarded.

c. All permits are subject to review and removal at any time for failure to meet with any of the above specifications. The parking lists shall continually be kept up-to-date by the Junior Class Justice.

3. Execution of Draw

Should demand for parking stickers exceed available supply, a draw of the cards shall be conducted.

a. Card designations shall be as designated for Room Selection.

b. The results of the draw should be recorded by the Junior Class Justice, and, if additional stickers should become available, they shall be awarded on the basis of the draw.

c. The results of the draw shall not supersede the order of preference given above.

d. Parking draw shall occur no later than the third Tuesday after the start of classes in the fall semester, unless the Cabinet shall have determined another date.

### Section D. Awards

1. The following awards shall be given annually at the spring Associates' Night:

#### *a. Hanszen College Service Award*

i. This award is given to outgoing seniors and fifth-years on the basis of outstanding service and contributions to the College throughout their college careers.

ii. No more than five (5) outgoing seniors and fifth-years shall be so named.

iii. The names of those selected shall be engraved on the Hanszen College Service Award plaque.

#### *b. Marie Alexander Award*

This award is given to up to two (2) freshmen in Hanszen College "who have consistently made a positive contribution to Rice by displaying energetic leadership, enduring commitment, ready cheerfulness, and a loving

concern for others." The recipient should also have the virtues of courage, optimism, enthusiasm, and kindness.

*c. Judge Woodrow Seals Community Service Award*

This award is given to one (1) outgoing senior or fifth-year student for outstanding community service.

*d. Charles D. Pomeroy Memorial Sports Award*

This award is given to two (2) outgoing seniors or fifth-years, one (1) male and one (1) female, in recognition of their outstanding sports service to the College.

*e. Hanszen Rice Service Award*

This award is given to one (1) outgoing senior or fifth-year, in recognition of outstanding service to the Rice University community, with a special eye towards willing dedication which is often behind the scenes and may perhaps go unrecognized.

*f. Daniel Brown Benbow Memorial Prize*

This award is given annually to an undergraduate member of Hanszen College who has demonstrated love of learning, independent thinking, social consciousness, tenacity, and a sense of humor.

*g. J. Dennis Huston and Lisa Bryan Award*

This award is given annually to a Hanszen sophomore or junior who has performed service to Hanszen College.

*h. Dustin Stowe Memorial Award*

This award is a personality award with no real guidelines. However, some qualities to be considered in choosing the recipient of the award are listed below. The award should go to someone:

- i. Who has a deep commitment to Hanszen College
- ii. With a unique personality
- iii. Who is not afraid to be an individual
- iv. Who may be rebellious in nature
- v. Who is willing to stand up for what he or (s)he believes
- vi. With an enthusiastic and positive attitude.

*i. The Richard and Lisa Smith Scholarship For Study Abroad*

This Scholarship is intended to supplement funds to aid Hanszenites in spending a semester or a year abroad. (In general, the scholarship should not apply to summer travel)

The Smith Scholarship Selection Committee shall consider the following criteria when choosing a scholarship winner:

- i. The student's previous travel experience. Preference should be given to those who have never traveled abroad.
- ii. Relative merits of student applications.

The scholarship is to be awarded at the annual spring awards night. In any given year the scholarship may be split or remain unawarded at the discretion of the Smith Scholarship Selection Committee.

The application process for the scholarship shall be facilitated by the Chair of the Awards Committee in conjunction with the College Coordinator. The Chair shall be responsible for publicizing the award deadline, collecting applications, and distributing copies to selection committee members for debate. The Chair shall begin publicizing the scholarship immediately at the beginning of Spring semester and shall collect applications until one week before the Selection Committee meets. Applicants shall explain the nature of their plans for going abroad and how the scholarship would aid that experience. They should be willing to answer questions from the committee if necessary. The Smith Scholarship Selection Committee shall be composed of two persons from the Masters and Staff of Hanszen College, two student volunteers selected at random, and last year's scholarship recipient(s), if they are available.

*j. The Klaus and Eugenia Weissenberger Award*

This award is established in January 2006 to honor the service of Klaus and Eugenia Weissenberger, who served as Hanszen College Masters for six years.

The award will be presented to a returning Hanszen College student (rising sophomore, junior, senior, or 5th year) to enable that student to explore the cuisine in an area to which (s)he will be traveling for educational purposes during the summer. The award winner will be announced at the Spring Awards Night.

In choosing the winner of this award each year, the following criteria will be considered:

- i. The relative merits of the student applications and proposals as described in an essay not to exceed three pages. Need may be one of the several factors considered, but should not be the only one.
- ii. The candidates' travel may be in the United States or abroad. The travel must be associated with educational purposes or research.
- iii. Applicants must be in good academic and disciplinary standing. They must be members of Hanszen College. The application process will be facilitated by a committee composed of two persons from the Masters and Staff of Hanszen College, two student volunteers selected at random and one person with "culinary expertise," such expertise being loosely defined.

The award deadline will be publicized by the Hanszen Awards Committee and copies of the student application essays will be distributed to the committee for consideration well before the Awards Ceremony. Finalists will be chosen from the applications, and, if necessary, interviewed by the committee. The winner will then be chosen by the committee, and the monetary award presented at the beginning of the summer. Each year, the winner's name will be inscribed on a plaque. The winner will be expected to present the college with a photograph showing the student at the intended restaurant or food establishment or with a chef noted in the winner's application.

The winner's name will be inscribed on a plaque, and the winner will receive a check during the summer for \$100.00. This amount may increase in the future depending on the total amount of funds available for this award. The minimum amount, as stated above, should not change.

#### *k. Associates Awards*

The Awards Panel shall also recognize those Associates deemed to be Superior Associates and Outstanding Associates, and shall give the Outstanding Faculty Associate Award to one (1) Faculty Associate who has contributed the most the Hanszen family over the past year.

##### 2. Nomination

- a. A description of all awards, a space for College members to make nominations for those awards, and a space for them to explain in detail their reasons for doing so should all be included with the Spring Election ballots.
- b. These nominations and explanations should be given to the Awards Committee Chair, who should compile a list of the nominees and their qualifications for the award, but should not mention the number of times particular names were submitted. The Awards Committee Chair should feel free to include any other nominee and his/her qualification in this report.
- c. The report should then be given to the Awards Selection Panel.

##### 3. Selection

- a. The recipients of the awards shall be chosen by the Awards Selection Panel, which shall be comprised of the College President, seven (7) additional Cabinet members chosen by chance, and another seven (7) College members selected by chance from a list of those interested.
  - i. Cabinet members shall not be allowed to sign up for such a list unless fewer than seven (7) interested College members sign up.
  - ii. In such a case, all those non-Cabinet volunteers should be selected to the Awards Selection Panel, and then the remaining spots will be drawn for by those Cabinet members interested.
  - iii. Similarly, if fewer than seven (7) Cabinet members are interested, then all those Cabinet members should be selected to the Awards Selection Panel, and the remaining spots will be drawn for by those non-Cabinet members interested.
  - iv. The Awards Committee chairperson, the Master(s), the College Coordinator and the Resident Associates will also serve on the Awards Selection Panel in an advisory capacity.
- b. Extenuating circumstances that may arise during the Awards Selection Panel meeting are under the jurisdiction of the Awards Committee Chair and the Master(s).

#### Section E. Fellows of Hanszen College

##### 1. Purpose

The Fellows shall be a group committed not only to their own academic excellence but also to providing academic assistance to other Hanszenites. They should be a group of students willing to tutor, help run review sessions, and help the Academics Committee meet Hanszen's academic needs.

## 2. Selection Process

- a. The Head Fellows shall obtain a list from the Academic Advising Office of those Hanszenites who have completed at least three semesters at Rice and who have a 3.5 cumulative GPA or higher. These students shall be contacted, and only those who apply shall be considered candidates.
- b. Applications for new Head Fellows and new Fellows shall be made available as soon as possible in the spring semester and will be due two weeks before spring break. New Head Fellows will be selected by the current Head Fellows in a timely manner before the selection process for new Fellows. The selection of new Fellows will occur before the start of Spring Break.
- c. The current and new Head Fellows, current Fellows, and Masters shall meet as a Decision Group to discuss selection. Attendance for current Fellows is optional. At least one of the current Head Fellows, both of the new Head Fellows, and a Master must be present.
- d. There is no limit to the number of applicants that can be selected. The Decision Group shall decide upon the selection of each candidate by majority vote with each participating member receiving a vote. In the case of a tie, the decision shall be made by the current Head Fellows.
- e. The new Fellows shall be notified and be active as needed for the remainder of that spring semester. They will receive official course assignments and assume full responsibilities in the following fall semester. They should be officially recognized during the spring Associates' Night. The new Head Fellows will act in transitory responsibilities and will assume full responsibility from the current Head Fellows on the spring Associates' night.

## 3. Requirements

No official requirements exist but the Fellows should be very willing to tutor and provide academic assistance. Once a person is a Fellow, (s)he cannot be removed from being a Fellow even if his/her GPA falls below 3.5. A Fellow can remove himself/herself, but no one else can remove him/her.

## Section F. Freshmen Community Service

### 1. Purpose

The purpose of the Freshmen Community Service is to encourage first year students to be involved in Hanszen by requiring four community service hours to be eligible to draw in room draw. A first year student shall be defined as any student who has been enrolled in Rice University for two semesters or less.

### 2. Service Activities:

First year students can obtain community service hours by participating in any one or more of the following activities listed below. The number of spots available shall be determined by the Internal Vice President and the host committee prior to the activity. The host committee may not give out more service hours than the agreed upon amount determined before the activity. The Internal Vice President may add additional activities valid for their term in office at their discretion. To make these activities permanent requires a bylaws change.

- i. Hanszen Work Days
- ii. Public Events
- iii. Beer Bike
- iv. Associates Night
- v. College Nights

### 3. Validation

The Internal Vice President is responsible for validation of Freshmen Community Service hours. (S)he will communicate with Committee Heads to determine completed hours and regularly provide an updated list of freshmen who have fulfilled their requirement. The Chief Justice shall use this list for determining eligibility at the time of Room Draw.



# Election Code

## Hanszen College Election Code

Last updated: June 10th, 2013

### **ARTICLE I. The Senior Class Justice shall provide for the following elections:**

Section A. Fall Election, in September.

Incoming Freshman Class Representatives shall be elected at this time.

Section B. Presidential Election, one week prior to the officer election.

The President and Chief Justice shall be elected at this time.

Section C. Officer Election, in February.

The External Vice President, Internal Vice President, Treasurer(s), Secretary(ies), and Social Coordinators shall be elected at this time.

Section D. Spring Election, no less than one (1) and no more than two (2) weeks after the Officer Election, exclusive of University holidays.

Class Representatives for every class except the outgoing senior class, the Student Association Senator, the Rice Program Council Representative, the Honor Council Representative, and the University Court Representative shall be elected at this time.

Section E. Special Elections:

1. For any purpose designated by the Constitution or Bylaws. Elections to fill vacant positions are regulated in the Constitution under Article IV, Section C, Subsection 5.

2. For any other purpose, upon the request of the Cabinet and at the leisure of the Senior Class Justice.

### **ARTICLE II. Notification of Elections**

Section A. The Cabinet and the Senior Class Justice shall set the date of elections with advice from the College Masters and College Coordinator.

Section B. The Senior Class Justice shall give notice of elections in the minutes of Cabinet meetings and by dinner announcements. Notice shall be given in advance of the elections according to the following guidelines:

1. Elections and recall elections: at least one (1) weeks in advance.

2. Elections involving substantive issues: at least one (1) week in advance.

3. Runoff elections: when the election results are announced. A runoff should be held three (3) to seven (7) days after the first election, and no write-in votes will be accepted.

Section C. In the case of an atypical opening in a university position to which a temporary appointment is not permitted, Article II, Section B shall not apply. In this case, the timeline of the election shall be at the discretion of the Senior Class Justice subject to the approval of Cabinet.

### **ARTICLE III. Candidates**

Section A. Eligibility

Each candidate or officeholder must be a member of the College and not on University disciplinary or academic probation. The Junior Class Justice shall determine whether each candidate fulfills all requirements set forth in the Constitution and this Election Code.

Section B. Declaration of Candidacy

To become a candidate for elective College positions, a College member shall file with the Senior Class Justice, by the fifth (5th) calendar day preceding the election, a petition of twenty-five (25) names and signatures for College Officer, or of ten (10) names and signatures for Class Representative, together with a signed statement that (s)he has read and understands the Constitution, Bylaws, Election Code, and Judicial Code of Hanszen College. Names on the petition shall be those of members of his/her constituency. Due to the potentially large number of students represented, it shall be permissible for a member of the College to sign more than one petition.

The Senior Class Justice shall allow for later submission of petitions for candidates that run for a position after losing a previous election or runoff (i.e. a candidate who loses a Presidential bid may choose to run for an Officer

position) within 24 hours of notification of the election results. Additionally, the Senior Class Justice shall adjust the timeline for petition submission for a particular position if that position receives no petitions by the deadline.

#### Section C. Write-In Candidates

The right to cast a write-in vote in any College election (except a runoff) shall be preserved. If, after the election, a write-in candidate is deemed eligible to hold the office for which (s)he was written in, (s)he shall then be declared the winner or qualified for a runoff election as appropriate.

### **ARTICLE IV. Campaigning**

The rules governing campaigning shall be:

Section A. No posters or signs shall be used for campaign purposes.

Section B. No campaign materials relating to candidates may be placed in the College mailboxes, nor shall any form of electronic mail or social media be used for campaign purposes.

Section C. No money shall be spent for campaign purposes.

Section D. Candidates for the offices of President, Internal and External Vice-Presidents, Secretary(ies), Treasurer(s), Chief Justice, and Social Coordinator(s) shall be given the opportunity to speak at a College meeting during the week preceding the election. Candidates for other offices, such as Student Association Senator, may also speak, at the candidate's request and at the discretion of the Junior Class Justice.

### **ARTICLE V. Poll and Vote-Counting Regulations**

Section A. Polls shall be open in the commons from at least 12:00 P.M. until 12:50 P.M., and from 5:30 P.M. until 7:00 P.M. on the day of the election. Additional polls may be opened at different locations and times at the discretion of the Cabinet and the Senior Class Justice. The time at which polls close should be decided and announced prior to the day of the election, and neither ballots nor absentee votes shall be accepted past this time.

Section B. A candidate shall be ineligible to sit at the polls or to count the ballots on which his/her name appears.

Section C. At least three (3) people, in addition to the Senior Class Justice, shall be present when the votes are counted.

### **ARTICLE VI. Voting Method**

Section A. All voting shall be done by secret ballot with the exception of absentee votes, which shall be sent as e-mails to the Senior Class Justice. Absentee voting shall be guaranteed to Hanszenites studying abroad and may also be made available to individual Hanszenites in special circumstances (eg. out of town, illness, etc.) by prior approval of the Senior Class Justice. A ballot will not be given until a voter has signed in to participate in the election. No one may cast a vote for another individual, and no other method of voting shall be permissible.

Section B. Votes shall be tallied using the following system:

1. Each voter shall be asked to mark his/her choice of candidates on the ballot, including a write-in candidate if (s)he so chooses.

2. In an election for one (1) office:

a. The ballots cast for each candidate shall be counted.

b. If one candidate has the majority of votes cast, (s)he shall then be declared the winner.

c. If no candidate has a majority, then a runoff will be declared between the two (2) candidates with the highest number of votes. The candidate who garners a majority of votes in the runoff shall then be declared the winner.

d. If two (2) candidates, for reason of a tie or discrepancy of ballots, cannot be identified for the runoff, all candidates affected by the tie or discrepancy shall be included in the runoff. After the runoff, the candidate with a plurality shall then be declared the winner.

For example, if the second (2nd) and third (3rd) place candidates are tied, the top three (3) candidates would be placed in the runoff.

3. In an election for Class Representatives and Social Coordinators:

a. For Class Representatives, each voter shall have the opportunity to cast a number of votes equal to the number of positions available from his/her own class. For Social Coordinators, each voter shall have the opportunity to cast a number of votes equal to the number of positions available, irrespective of class.

b. The ballots cast for each candidate shall be counted.

c. For each class, the three candidates receiving the most votes shall be declared the winners.

d. The Socials Coordinators shall be elected in a team of three (3) students, who will submit one petition as a group (like the secretaries and treasurers).

e. If a tie prevents the determination of a winner, a runoff election shall be held with only those candidates involved in the tie. The candidates who receive the most number of votes in the runoff shall be declared the winner in accordance with the above requirements for class representation selection.

4. In the case of a tie during an election with only two candidates, the election shall be repeated as many times as necessary for a winner to be declared. The Senior Class Justice shall make every attempt to have a winner determined prior to an election for other positions so that the loser may be a candidate for another office.

#### **ARTICLE VII. Validation and Approval of Elections**

If no procedural errors justify invalidation of the election, the Judicial Committee shall receive challenges to the election within three (3) days after results are posted. If a challenge is received, the Judicial Committee shall then meet to approve or disapprove the election. Ballots shall be saved until the election is approved. When the election is approved, the winners shall be declared.

#### **ARTICLE VIII. Turnover**

##### Section A. Officers

Officers shall take office no more than three (3) weeks (excluding University holidays) after the Officer Election.

##### Section B. College Representatives

Freshmen Class Representatives shall take office no more than two (2) weeks (excluding University holidays) after the Fall Election. Sophomore, junior, and senior class representatives shall take office no more than two (2) weeks (excluding University holidays) after the Spring Election.

#### **ARTICLE IX. Amending the Election Code**

##### Section A. By the Cabinet

The Election Code may be amended by a three-fourths (3/4) vote of the Cabinet, but only with the concurrence of the Chief Justice and the Senior Class Justice.

##### Section B. By the College

The Election Code may be amended by a three-fourths (3/4) vote of the College, provided that at least fifty percent (50%) of the total College membership votes in the election.